

NAVAJO COUNTY PERSONNEL CERTIFIED REPORT

Semi-Annual Certification of Duty Performance

It is the policy of Navajo County that, when employees work solely on a single federal, state, or private source grant, charges for their salaries and wages will be supported by semi-annual certifications that the employee worked solely on that grant/program for the period covered by the certification.

Period of Certification:	<input type="checkbox"/> January 1 – June 30, 20____ <input type="checkbox"/> July 1 – December 31, 20____
Grant Contract Number:	
Grant/Program Name:	
Position Title:	
Employee Name:	

As the incumbent of the position listed above, I certify that all work performed during this period was for the single federal, state, or private source grant shown above in accordance with the grant agreement and Navajo County policy.

Employee Signature

Date

Supervisor Signature

Date

This document is to be filed with the timekeeper's records and is subject to audit.